

**THE COMMITTEE OF BAR EXAMINERS /OFFICE OF ADMISSIONS
THE STATE BAR OF CALIFORNIA**



INSTRUCTIONS FOR APPLICATION TO TAKE THE FIRST-YEAR LAW STUDENTS' EXAMINATION

***Please carefully read these instructions.** Each applicant must be aware of all the requirements that follow and comply with those that are applicable. The completed application must be typewritten or legibly printed in ink. A separate application must be filed for Registration as a Law Student. The registration and First-Year Law Students' Examination applications can be submitted on line at www.calbar.ca.gov.*

The First-Year Law Students' Examination is administered in the Los Angeles and San Francisco areas in June and October. The examination includes both essay and multiple-choice questions. All law students who have completed one year of law study are eligible to apply for the First-Year Law Students' Examination.

PERSONS REQUIRED TO TAKE THE FIRST-YEAR LAW STUDENTS' EXAMINATION

Rule VIII, Section 1(b) of the *Rules Regulating Admission to Practice Law in California (Rules)* states:

"An applicant who is required to take the First-Year Law Students' Examination shall not receive credit for any law study until the applicant has passed the examination. An applicant who passes the examination within three consecutive administrations of first becoming eligible to take the examination upon completion of one year of law study, shall receive credit for all law study completed to the date of the administration of the examination passed. An applicant who does not pass the examination within three consecutive administrations of first becoming eligible to take the examination but who subsequently passes the examination shall receive credit for his or her first year of law study only."

EXEMPTION FROM THE FIRST-YEAR LAW STUDENTS' EXAMINATION

Rule VIII, Section 1(a) of the *Rules* states:

"Every person who intends to seek admission as a general applicant shall take the First-Year Law Students' Examination following completion of one year of law study unless such person:

- "(1) Has passed the bar examination of a United States jurisdiction, a possession, territory, or dependency of the United States may hereafter acquire or of a country where the common law of England constitutes the basis of jurisprudence; or
- "(2) Has satisfactorily completed the first year course of instruction in a law school accredited by the Committee or approved or provisionally approved by the American Bar Association at the time of the applicant's matriculation or at the time the applicant completes the first year of instruction and had completed at least two years of college work as defined in Section 1, Rule VII of these *Rules* prior to matriculating in such accredited or approved law school."

A general applicant shall be deemed to have satisfactorily completed the first-year course of instruction in an accredited law school when he or she is advanced to the second-year course of instruction at the same accredited law school, whether or not on probation.

EXEMPT APPLICANTS WHO DO NOT PASS THE EXAMINATION

Rule VIII, Section 1(e) of the *Rules* states, in part:

"... An exempt applicant who unsuccessfully takes the examination shall not be subject to any of the sanctions, requirements, or law study credit limitations which are otherwise imposed by this Rule on unsuccessful non-exempt applicants."

FOREIGN EDUCATED APPLICANTS

An applicant who has received his/her legal education outside the United States and whose evaluation for determination of eligibility to take the California Bar Examination required passing the First-Year Law Students' Examination will receive credit as is determined by the State Bar's Office of Admissions.

REGISTRATION AS A LAW STUDENT

An application for the First-Year Law Students' Examination will be considered incomplete unless the applicant previously has registered with the Committee of Bar Examiners (Committee) as a law student in compliance with Section 6060(d) of the Business and Professions Code and Rule V of the *Rules*. Registration can be completed on line at www.calbar.ca.gov.

EXAMINATION TEST CENTERS

Each applicant should select the Test Center at which he/she wishes to take the examination and enter the name on the line and the code in the boxes provided on the application form. Assignment to an applicant's preferred test center cannot be guaranteed.

APPLICATION PROCESSING

All applications are processed in the State Bar's Office of Admissions in **Los Angeles**.

Send completed application and fees to:

**The State Bar of California
Department 7143
Los Angeles, CA 90088-7143**

Applications sent "**certified**" must be addressed to the State Bar's Office of Admissions:

1149 South Hill Street
Los Angeles, CA 90015-2299

Any questions regarding the status of an application must be in writing and directed to the Los Angeles office.

APPLICATION ACKNOWLEDGMENT

An application acknowledgment letter will be sent 2-4 weeks after receipt of an application. Applicants who do not receive acknowledgment letters should contact the Office of Admissions.

COMPLETION OF APPLICATION

Before filing the application, the applicant should make sure he/she is registered with the Committee and check the application to confirm that all questions have been answered, it is signed, and the correct fees are included. An application not meeting these requirements is considered incomplete, will not be considered filed and will not be processed until it is brought to a complete status.

If an application is considered incomplete, an additional completion fee of \$20.00 will be required, plus any applicable late fee. Applications not brought to a complete status by the final eligibility deadline will be abandoned and no refund will be given.

Applicants should retain a copy of their completed application for reference.

APPLICATION ABANDONMENT

An application that is not brought to a complete and filed status by the final eligibility deadline will be abandoned. This includes requisite fees, signature and/or the required documentation. Once the application is filed, if the applicant receives notice to provide information, but does not provide such information by the final eligibility deadline, the application will be abandoned. No refund of fees will be paid in the event an application is abandoned.

RETURNED CHECKS

A charge will be assessed when checks are not negotiated and are subsequently returned. **Any late filing fee in effect at the time the check is covered will also be required. Stopping payment on a check, dishonoring a check or disputing a credit card charge does not constitute withdrawing from an examination. Applicants who do so will be required to return the fees and pay any additional fees required with a money order or cashier's check prior to being allowed to take any future examination.** All required fees must be paid by the final eligibility deadline or the application will be abandoned and no refund of fees will be paid.

WITHDRAWALS

Written notice of withdrawal must be received in the Office of Admissions no later than the withdrawal deadline.

WITHDRAWAL REFUND POLICY

Deadlines for withdrawal refunds are specified in the Addendum. Requests for refunds beyond the dates specified will not be considered.

The transfer of fees from one examination to another is prohibited.

1. Withdrawal of applications and requests for refunds received within 30 days after the dead line for timely filing, will be honored with a 60% refund of all fees paid in conjunction with the subject examination.
2. Withdrawal of applications and requests for refunds received within 45 days after the deadline for timely filing, will be honored with a 30% refund of all fees paid in conjunction with the subject examination.
3. Requests for refunds filed in excess of 45 days after the deadline for timely filing, will not be considered.

Refunds requested due to hospitalization, death, or call to active duty will be considered in accordance with the Committee's policy. A copy of the policy is available on line at www.calbar.ca.gov or upon request.

PROOF OF LAW STUDY

Following the filing of the application to take the First-Year Law Students' Examination, certification forms will be mailed to the applicant's law school for completion. The school must certify the applicant's completion of one year of law study in compliance with the *Rules Regulating Admission to Practice Law in California*. The required certification must be provided by the final eligibility deadline. If the law school fails to provide such certification, the applicant will be notified 10 business days prior to the deadline. If proof of law study is not provided by the final eligibility deadline, the application will be abandoned and no refund of fees will be paid.

Note: Foreign educated applicants should contact the Office of Admissions regarding eligibility before filing an application.

INELIGIBLE APPLICANTS

Applicants for an examination who are subsequently found not to have completed the requisite legal education will be deemed ineligible. Such applicants are entitled to a 60% refund of all fees paid in connection with the examination. **No refund will be processed unless academic deficiency is substantiated by certified law school transcripts, and such transcripts indicating all law study completed must be received by the Office of Admissions by the final eligibility deadline.**

THE USE OF LAPTOP COMPUTERS

Applicants wishing to use a laptop computer must select a laptop computer test center and pay the additional non-refundable fee. This includes applicants with disabilities who elect to use a computer. Applicants must furnish their own laptop computers. Applicants preliminarily assigned to a laptop computer test center must be certified no later than October 1, 2003 in order to participate. Applicants may begin registering with ExamSoft following receipt of notice of preliminary assignment to a laptop test center, which will indicate the date registration will be open. Final assignment to a laptop test center will be done on a first-certified, first-final assignment basis.

To use a personal laptop computer during administration of the examination, applicants must be willing to do the following:

- Bring a laptop personal computer that has ExamSoft's SofTest software pre-installed and that has been registered by a deadline to be announced. The software will be available for downloading from a designated website in advance of the examination;
- Have a laptop computer with the following minimum specifications: a Pentium 200 Mhz Processor or industry equivalent, 25 megabytes of free hard disk space, 24 megabytes of Ram, a Windows 95, 98, ME, 2000, NT or XP Operating System, and Internet Explorer 5.0 or higher;
- Have had experience working with the computer and the software prior to administration of the examination;
- Be willing to begin and/or continue with the examination by writing in the event there is a malfunction with the computer, software, disks or other technical difficulties; and,
- Be willing to sign a waiver at the test center during the first morning of the examination confirming that the conditions for participating in the program are understood, i.e., prior experience working with the software, writing the examination if the software or computer is not working, and that the Committee assumes no liability in the event there is a malfunction of the software or equipment, etc.

If the correct software has not been pre-installed and applicants have not been certified by ExamSoft by the established deadlines, they will not be allowed to use their computers and they will be required to take the examination at an alternate test center.

Upon conclusion of each session of the examination, applicants' answers will be printed using printers provided by the State Bar's Office of Admissions. Applicants will be allowed to use the entire timed portion of the examination for writing their examination answers. Applicants will not be allowed to review their printed examination answers following conclusion of each session, and only unsuccessful applicants will be allowed to view their answers after results have been released.

USE OF TYPEWRITERS AND WORD PROCESSORS

Applicants who wish to type the examination must select a typing test center and pay the additional non-refundable fee. In addition to standard typewriters, certain word processing typewriters and word processors also may be used. Applicants must furnish their own typewriters or word processors. Please refer to the **Addendum** and special bulletin regarding the use of typewriters and word processors during the First-Year Law Students' Examination.

CRUCIAL INFORMATION FOR USE OF TYPEWRITERS, WORD PROCESSORS AND LAPTOP COMPUTERS

Applicants who wish to use electric typewriters, word processors or laptop computers will be permitted to do so with the understanding that **the Committee does not assume responsibility for any power failure or for machine malfunction. Applicants using electric typewriters, word processors or laptop computers must be prepared to continue the examination by writing in the event of any power failure, whether the failure is widespread or limited.** Applicants using word processors should save their work product frequently. If the power fails during an examination session, it may not be restored during that session, and if an applicant loses power to his/her typewriter, word processor or laptop computer, the applicant must finish the examination session by writing and must not create a disturbance by attempting to either persuade the proctors to have repairs made or to make his/her own repairs.

The Committee does not accept any responsibility for the loss or damage of personal property, including typewriters, word processors or laptop computers.

TESTING ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES

Applicants with disabilities are encouraged to make arrangements for testing accommodations well in advance of an examination and should file a petition no later than at the time an application to take an examination is filed. Initial processing of a petition generally takes a minimum of 30 days and processing of petitions requiring review by outside consultants retained by the Committee or those requiring additional documentation will, in most cases, take longer. In order to ensure that processing is completed timely and that applicants are able to avail themselves of all administrative remedies, early filing is strongly encouraged.

Testing accommodations are available to individuals with mental or physical disabilities as defined under Rule XVII of the *Rules*. Depending on the nature of the disability, accommodations may include assistants (i.e. readers, helpers, etc.), wheelchair access, permission to dictate, customized timing, separate testing room, customized examination materials (i.e.

braille, large print, etc.), and permission to bring and use specific items or medical aids. The applicant and his/her physician/specialist should request what they think is necessary to allow the applicant to compete on an equal basis with all other applicants, and provide adequate rationale to support their requests.

The following documentation on the Committee's forms is required to process a request:

Form A: Petition stating specific arrangements requested;

Form B, C, D, and/or E: Medical certification/doctor's statement or appropriate specialist's statement; and,

Form F: Law school statement explaining any accommodations provided to the applicant during law school.

The Committee's policies, procedures and forms to file a petition for testing accommodations are available upon request or they can be accessed through the Admissions portion of the State Bar's web page at www.calbar.ca.gov.

Petitions without the required documentation will not be considered complete until all necessary documentation is received, which must be no later than the final filing deadline. Original forms, not copies, must be filed. Subsequent requests for testing accommodations and new petitions for testing accommodations received after the final filing deadline will not be processed for the October 2003 administration of the First-Year Law Students' Examination.

ALL first-time petitions, requests for expanded accommodations and petitions filed by applicants with temporary disabilities must be filed separately from the application for the examination and must be on the Committee's forms. See Addendum for deadlines. DEADLINES WILL NOT BE EXTENDED. Petitions should be sent to the San Francisco Office of Admissions. Applicants with disabilities requesting to use a typewriter or computer, must pay the applicable fee. If, however, their disability directly relates to use of such equipment, they may file for a refund of the fee paid by filing such request with the Testing Accommodation department in San Francisco. The request for a refund must be accompanied by the appropriate documentation from their specialists, that supports their request.

SOUND SUPPRESSION EQUIPMENT

Applicants who wish to use any material or equipment for the purpose of sound suppression during administration of the examination, other than ear plugs or plastic material normally associated with the sport of swimming for the general purpose of blocking the entry of liquids into the ear, must file a testing accommodations petition.

ITEMS ALLOWED INTO TEST CENTERS

Items allowed into test centers without prior approval are inhalers, medication, back supports, wrist braces/splints, seat cushions, footstools, and pillows and ear plugs as specified in these instructions, subject to inspection by staff.

ITEMS NOT ALLOWED INTO TEST CENTERS – FOOD, BEVERAGES, ETC. PROHIBITED

Applicants are not permitted to bring beverages and/or food into the examination room. Additional items specifically not allowed into test centers include, but are not limited to, such things as **digital watches or clocks**, backpacks, purses, notes, beepers, hand-held computers, cell phones, and baseball type caps. Applicants with disabilities who require immediate access to these items must file testing accommodations petitions in accordance with the established policies, procedures and deadlines.

If applicants are found with unauthorized items in the examination room, the items will be confiscated, they will not be returned and the fact that an applicant had an unauthorized item in the examination room will be reported to the Committee. Unauthorized items include, but are not limited to, such things as cell phones, pagers, programable watches/clocks, etc.

PICTURE ID REQUIRED

During the morning session of the examination, applicants will be asked to show a photograph ID card (Driver's License, California Identification Card, Passport or photograph employment badge) for the purpose of verification of identity. **Applicants must carry this photograph identification card at all times during the examination. Applicants who fail to provide such identification prior to the start of the afternoon session will not be allowed to continue the examination and their examination papers will not be graded.**

SUBJECTS TESTED ON THE EXAMINATION

The subjects covered in this examination are: Contracts, Criminal Law, and Torts. An answer based upon legal theories and principles of general applicability is sufficient; detailed knowledge of California law is not required. All of Article 1 and all of Article 2 of the Uniform Commercial Code should be used where pertinent.

SCHEDULE OF THE EXAMINATION

The First-Year Law Students' Examination is administered in one day. The morning session is a maximum of four hours in duration, and the afternoon session is a maximum of three hours. Four (4) essay questions are given during the morning session and 100 multiple-choice questions during the afternoon session. There is a lunch break between sessions.

GRADING OF THE EXAMINATION

All examination answers submitted will be graded. This includes the answers of applicants who may get ill during the examination and do not complete the examination in its entirety.

The passing score for the First-Year Law Students' Examination is a total scaled score of 560 or higher.

An applicant's multiple-choice score will be the number of items answered correctly. Multiple-choice raw scores will be converted to a 400-point scale. This process adjusts for the possible differences between administrations of the examination in the average difficulty of their multiple-choice items. As a result, an applicant's multiple-choice score will not be affected by the difficulty of the particular version of the examination that the applicant takes.

An applicant's raw score on an essay question can range between 40 and 100. Total raw essay scores can therefore range between 160 and 400 points. Total raw essay scores will be converted to the same 400-point scale of measurement as that used for multiple-choice portion. This is done to adjust for the possible differences between administrations of the examination in the average difficulty of their essay questions and for variations in grader standards. Consequently, an applicant's adjusted essay score on the 400-point scale will not be affected by possible differences between administrations in the difficulty of the essay questions or by fluctuations in grader standards.

An applicant's total score on the examination is the sum of that applicant's converted scores on the multiple-choice and essay sections. This step gives these sections equal weight in determining the total score. Applicants need a total scaled score of 560 or higher to pass the examination.

FIRST-YEAR LAW STUDENTS' EXAMINATION STUDY AIDS

Materials that might be of assistance to applicants in determining what the Committee desires in an answer to a First-Year Law Students' Examination question are available in the form of Essay Questions and Selected Answer booklets. See **Addendum** for additional information regarding current booklets available and costs.

FURTHER COMMUNICATION

An official record of all communications is required. The Committee requests that inquiries be submitted in writing. This will enable the staff to review the applicant's record prior to responding and provide for precise rather than generalized responses. If an inquiry relates to a genuine emergency and requires immediate attention, the following telephone numbers are provided:

First-Year Law Students' Examination Eligibility
TDD Number:

(213) 765-1500
(213) 765-1566

ADMITTANCE CARDS

Admittance cards are mailed to eligible applicant beginning four weeks prior to the administration of the examination. Any applicant not receiving an admittance card by the Wednesday prior to the examination, who has not otherwise been notified of being ineligible, must contact the **Los Angeles** Office of Admissions and arrange to secure a duplicate card.

Please keep the Office of Admissions informed in writing of any changes of address.

EXAMINATION ATTENDANCE POLICY

If you do not attend a required, scheduled examination session, you will not be permitted to attend any remaining examination session(s). For instance, if you are an applicant taking the First-Year Law Students' Examination and you do not attend the Tuesday morning session, you will not be allowed to take the remaining session on Tuesday afternoon.

IMPORTANT!

Before mailing the application, the applicant should check the following:

- ☐ Is the correct fee included?
- ☐ Is the examination Test Center indicated on the application?
- ☐ Is each question answered fully and completely?
- ☐ Is the application signed?

A \$20.00 Completion fee will be charged for any application which is found to be incomplete in any way.



THE COMMITTEE OF BAR EXAMINERS
OF
THE STATE BAR OF CALIFORNIA
OFFICE OF ADMISSIONS

ADDENDUM TO INSTRUCTIONS FOR APPLICATION TO TAKE
THE OCTOBER 2003 FIRST-YEAR LAW STUDENTS' EXAMINATION

DATE: Tuesday, October 28, 2003
TIME: Morning and Afternoon

TEST CENTERS

Applicants must select the test center as well as the city in which they wish to take the examination.

Only those applicants with permanent disabilities who have previously been granted testing accommodations and who wish to request the exact same accommodations should select a testing accommodations test center (those with a code number starting with an "S"). Selection of a testing accommodations test center initiates the request for testing accommodations for this administration of the examination, but does not guarantee assignment to that test center. All other applicants with disabilities should select from the non-testing accommodations test centers listed below. If after filing the application form, applicants are granted accommodations, in most cases, they will be assigned to a testing accommodations test center in the general area of their first choice.

South San Francisco Conference Center
255 South Airport Blvd.
South San Francisco

Code W603 – Writers
Code T603 – Typists
Code L603 – Laptop Computer
Code S604 – Testing Accommodations

Pasadena Convention Center
300 East Green Street
Pasadena

Code W102 – Writers
Code T102 – Typists
Code L102 – Laptop Computer

Office of Admissions
The State Bar of California
1149 South Hill Street, Los Angeles

Code S105 – Testing Accommodations

FEES

All applicants must pay the required fees.

First-Year Law Students' Examination	\$395.00
Typing Fee	\$67.00
Laptop Computer Fee	\$100.00

Checks should be made payable to **The State Bar Of California**.

TIMELY FILING DEADLINE: August 1, 2003

To avoid payment of a late filing fee, an application must be received in the State Bar's Admissions offices, or be postmarked, on or before August 1, 2003.

LATE FILING INFORMATION

In addition to the application fee, all applications filed between the dates listed below must be accompanied by a late filing fee.

DATES	FEE	LATE FEE	TOTAL FEE
August 2, 2003 to August 22, 2003	\$395 +	\$ 25.00 =	\$420.00
August 23, 2003 to September 2, 2003	\$395 +	\$200.00 =	\$595.00

All applications and fees, including any late fees in effect, must be received in the Office of Admissions no later than September 2, 2003. Checks should be made payable to the State Bar of California.

TESTING ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES

All petitions for testing accommodations **based upon disabilities existing prior to September 2, 2003, must be received by the Committee no later than September 2, 2003, although earlier filing is strongly encouraged.** Petitions may be filed prior to filing an application to take the examination; however, the applicant must be registered with the Committee, otherwise the petition will not be processed.

RETURNED CHECKS

A charge of \$20.00 will be assessed when checks are not negotiated and returned. **Any late filing fee in effect at the time the check is covered will also be required. Stopping payment on a check, dishonoring a check or disputing a credit card charge does not constitute withdrawing from an examination. Applicants who do so will be required to return the fee, and pay any additional fees required prior to being allowed to take any future examination.**

COMPLETION OF APPLICATION

Before filing the application, please check to see that all questions have been answered, the application is signed and the correct fee is included. Any application not meeting these requirements is considered incomplete and will not be considered filed until it is brought to a complete status. **If an application is considered incomplete, a completion fee of \$20.00 will be required, in addition to any late fees applicable at the time the application is brought to a complete and filed status. Applications that are not brought to a complete and filed status within 60 days of receipt, or by the final eligibility deadline, October 14, 2003, will be abandoned. No refund of fees will be paid in the event an application is abandoned.**

PROOF OF LAW STUDY

Certification/Transcripts verifying completion of one year of law study must be submitted for first-time applicants by October 14, 2003. Otherwise, the application will be abandoned and no refund will be processed.

LAPTOP COMPUTER

All applicants wishing to use a laptop computer must furnish their own laptop computers, select a laptop computer test center and pay the additional non-refundable fee of \$100.00. Please see the Instructions for Application to take the First-Year Law Students' Examination for information regarding the use of laptop computers. Applicants preliminarily assigned to a laptop test center must be certified no later than **October 1, 2003** in order to participate. Final assignment to a laptop test center will be done on a first-certified, first-final assignment basis. Applicants who do not get certified by the deadline will be assigned to an alternate test center.

CRUCIAL INFORMATION FOR TYPISTS

A fee of \$67.00 is required to type the examination using a typewriter or word processor. Applicants must furnish their own machines and comply with the requirements specified in the instructions regarding the use of typewriters and word processors. A \$15.00 late filing fee must accompany a request to type received subsequent to the filing of an application (a total of \$82.00). All requests to change from a writing test center to a typing test center must be in writing, must be received on or before October 1, 2003, and must be accompanied by a non-refundable fee of \$82.00

WITHDRAWAL REFUND DEADLINES

The last day for withdrawal from the examination with 60% refund of fees is September 2, 2003. The last day for withdrawal from the examination with 30% refund of fees is September 15, 2003. Withdrawal requests received after September 15, 2003 will not be processed.

TEST CENTER CHANGES

Applicants wishing to change the test center to which they have been assigned must submit a written request and such request must be received in the Los Angeles Office of Admissions by **October 1, 2003**.

The deadline for proving ineligibility for the examination and an entitlement to a 60% refund of fees is **October 14, 2003**.

FIRST-YEAR LAW STUDENTS' EXAMINATION STUDY AIDS

Forms to order materials that might be of assistance to applicants in determining that which the Committee desires in an answer to a First-Year Law Students' Examination question are available through the Admissions portion ("Bar Exam") of the State Bar's website located at www.calbar.ca.gov.

Commencing with the June 2002 examination the essay questions and selected answers for that and future examinations are available free of charge on the State Bar of California's website at www.calbar.ca.gov. Study aids from the October 2003 examination will be available in December 2003.



THE COMMITTEE OF BAR EXAMINERS
OF
THE STATE BAR OF CALIFORNIA
OFFICE OF ADMISSIONS

For Office Use

Only

APPLICATION FOR FIRST-YEAR LAW STUDENTS' EXAMINATION

Must be typewritten or printed legibly

Application Number

- 1.1 Examination Applied for: _____
Month/Year
- 1.2 Last Examination Applied for: _____
Month/Year
- 1.3 Social Security #: _____ - _____ - _____
- 1.4 Date of Birth: _____
Month/Day/Year
- 1.5 Applicant's Full Name: _____
Last First Middle
- 1.6 Mailing Address: _____

- 1.7 E-Mail Address: _____

It is the applicant's responsibility to submit address changes **in writing** to the State Bar's Office of Admissions. All correspondence will be mailed to current mailing address.

- 1.8 Telephone: (_____) _____
- 1.9 Birthplace: _____
City/State/Country
- 1.10 Test Center Code (See Instructions): _____
- 1.11 Test Center Name: _____
- 1.12 ☐ Handwrite ☐ Typewriter / Word Processors (See Fee Schedule and Instructions)
☐ Laptop Computer (See Fee Schedule and Instructions)
- 1.13 Have you previously been granted testing accommodations to take the First-Year Law Students' Examination administered by the Committee of Bar Examiners and do you request exactly the same testing accommodation for this examination? ☐ YES ☐ NO
- Are you an applicant with a disability who intends to petition for testing accommodation or who intends to petition for expanded testing accommodations? ☐ YES ☐ NO

CAUTION: Petitions for new, revised or expanded testing accommodations or for temporary disabilities must be submitted under separate cover by the deadlines specified in the application instructions. Petition forms are available by download from the State Bar's website at www.calbar.ca.gov or upon request from the Office of Admissions.

- 1.14 ☐ YES ☐ NO

I authorize the publication by the Committee of Bar Examiners of such of my examination answers as the Committee may select, it being understood that any publication of any of my answers will not be accompanied by any identification of the writer thereof.

☐ YES ☐ NO I further authorize the Committee of Bar Examiners to grant to such persons or entities as the Committee chooses permission to publish such of my examination answers as the Committee selects. I understand I will not be compensated for publication of my answers by either the Committee of Bar Examiners or such persons or entities to whom the Committee grants a license.

2.1 REGISTRATION AS A LAW STUDENT (Rule V, Section 1, *Rules Regulating Admission to Practice Law in California (Rules)*, (Select one):

- ☐ Previously registered _____ (A **separate** registration form must have been filed with the State Bar's Office of Admissions.)
 Month/Year
- ☐ Name under which you registered if different: _____
- ☐ Registering now (If you have not previously registered, you are required to file a **separate** registration form concurrent with this application.)

2.2 LEGAL EDUCATION (See Proof of Law Study in "Instructions for Applicants")

Indicate all law study completed even if you do not claim credit for it. Include correspondence law study and law office study.

Note: If you claim credit for law office study, you must have filed Supervising Attorney Reports on the appropriate form, pursuant to Rule VII, Section 7 of the *Rules*.
 Note: Foreign educated applicants should contact the Office of Admissions before filing an application.

Name of School(s) or Law Study Office(s)	Dates Attended			
	Month	From: Year	To: Month	Year

ARE YOU A SPECIAL STUDENT AT AN ACCREDITED LAW SCHOOL? ☐ YES ☐ NO

DECLARATION

The person named as the applicant in the foregoing application and questionnaire, declares:

I have carefully read the questions in the foregoing questionnaire and have answered them truthfully, fully and completely, without mental reservations of any kind.

I hereby authorize educational or other institutions or agencies to release to the Committee of Bar Examiners any information, files, transcripts or records requested by the Committee in connection with the processing of this application.

I hereby certify that I understand that I must comply with all of the requirements of the *Rules Regulating Admission To Practice Law in California*.

I authorize the Committee of Bar Examiners to release my results from this examination to the law school to which I have been allocated.

I declare under penalty of perjury under the laws of the State of California that my answers to the foregoing questionnaire and all statements made by me herein are true and correct.

I fully understand that the Committee of Bar Examiners is the sole judge of the validity of the examination and at its discretion, may determine that the result of any test or any part of any test or any individual's score is not valid. Should the Committee invalidate any part of the test, or if any individual's test is declared invalid or cannot be graded, the Committee may, at its discretion, decide to make a pass/fail decision on the basis of the valid portion of the applicant's test product available to the Committee. Should the Committee at any time determine that an insufficient test product is available upon which to base a valid pass/fail decision, the Committee may require the applicant to present himself/herself for re-testing at a place and time designated by the Committee.

Executed on: _____
 (Date)

At: _____
 (Street and Number)

 (City, State, Zip)

SIGN HERE: _____
 (Signature of Declarant)

3.1 SEE ENCLOSED FEE SCHEDULE (The application will not be considered filed unless the proper fee is enclosed.)

Application Fee	\$ _____
Typewriter/Word Processor Fee	\$ _____
Laptop Computer Fee	\$ _____
Late Filing Fee	\$ _____
Total Amount	\$ _____

Make check payable to the State Bar of California.

SEND COMPLETED APPLICATION, PAYMENT COUPON BELOW AND FEES TO:

The State Bar of California
Department 7143
Los Angeles, CA 90088-7143

If an applicant wished to send the application certified with return receipt, the envelope must be mailed to the following address:

Office of Admissions
The State Bar of California
1149 South Hill Street
Los Angeles, CA 90015-2299

This payment coupon must be submitted with your application. Please fill in your name, social security number, and amount paid.

----- **Payment Coupon** -----

3 **PAYMENT COUPON - FIRST-YEAR LAW STUDENTS' EXAMINATION**
Office of Admissions
The State Bar of California

Last Name

First Name & Initial

_____-_____-_____
Social Security Number

Application Fee:	\$ 395.00	_____
Late Application Fee:	\$ 25.00 (A)	_____
(Refer to Addendum)	\$200.00 (B)	_____
Typewriter/ Word Processor Fee:	\$ 67.00 (C)	_____
Laptop Computer Fee:	\$100.00 (D)	_____
TOTAL PAID:		_____

THE COMMITTEE OF BAR EXAMINERS
OF
THE STATE BAR OF CALIFORNIA
OFFICE OF ADMISSIONS

**INSTRUCTIONS REGARDING USE OF TYPEWRITERS AND
WORD PROCESSORS DURING
THE FIRST-YEAR LAW STUDENTS' EXAMINATION**

Manual typewriters, standard electronic typewriters, word processing typewriters, **portable** personal word processors, and desktop publishers may be used to take the First-Year Law Students' Examination. All machines must have the capability to print examination answers. Answers on disks **will not be** accepted for grading.

Word processing typewriters, portable personal word processors and desktop publishers (collectively referred to as word processing machines) are typewriter-type machines that are dedicated to the function of word processing. They may contain features such as spell checkers, thesaurus, or spreadsheet templates. They are not (for purposes of this document) software programs for use on a general purpose computer.

Acceptable machines can display multiple lines or most of a page on a screen prior to printing. In addition to internal working memory, word processors often provide for external memory in the form of disks. In most cases, the internal memory is erased when the power cord is disconnected. While some of the earlier models have the display built in, newer models are offering separate monitors—but still are called "portable."

All models of manual and standard electric typewriters may be used to take the First-Year Law Students' Examination. In addition, the following models of word processing typewriters, word processors and desktop publishers may be used if they are found to be unaltered, and without memorized files other than standard word processing software. (Note: Underlined models have been recently discontinued, but may still be available for purchase at some stores: **Brother** (WP series, DP series, and PDP series), **Canon** (Starwriter series), **IBM LEXMARK** (Wheelwriter series), **SMC or Smith Corona** (SD series, WP series, PWP series), **Sharp** (PA series). Additionally, the Brother series of *Personal Electronic Notebooks* (the PN series) is acceptable provided no files are stored in the internal memory.

Machines from other manufacturers, as well as newer models of the machines from the manufacturers listed above, may be allowed if they are found to have no more capability than found in the models listed and discussed in the general descriptions above. In general, this means the machines **must be dedicated**

word processors and **not** general purpose computers with word processing software. If a machine other than those listed above is brought to the test center, it is imperative that the applicant also bring the instruction manual in the event the inspectors are not familiar with that machine.

Due to limited space, only those machines generally considered as portable will be permitted. One piece units are preferred. Machines with separate units will be accepted provided that the monitor can be positioned on top of, or directly behind the keyboard unit. This means that a monitor should be no larger than 14".

All typewriters, word processing typewriters, word processors, desktop publishers, disks and printers brought to the examination are subject to inspection prior to the beginning of the examination. Applicants must be familiar with the operation of their machines in advance of the examination, including but not limited to setting margins and printing of text.

Inspection is for the purpose of determining whether the typewriter, word processing typewriter, word processor or desktop publisher is acceptable for use during the examination. In every instance where a machine is found to be unacceptable, the owner will be required to provide an alternate machine that passes inspection or complete the examination in writing.

—Inspection of manual, standard electronic typewriters and word processing machines will be conducted from 2:00 p.m. - 4:00 p.m. on Monday, October 27, 2003 at the test centers.

Applicants planning to use word processing typewriters, word processors or desktop publishers **must** have their machines and all disks (1-2 separate disks that have been previously formatted) inspected.

Applicants who fail to have their typewriters or word processors inspected prior to the commencement of the examination will not be granted additional time to continue the typing of answers past the normal examination session termination time.

Following approval of a typewriter or word processing machine, a label will be affixed to the machine by staff. The label must be left on the machine for the duration of the examination and only machines with the approved label will be allowed into the examination test center.

If a word processing machine with internal memory is brought to the examination, it is critical that all files be erased from the internal memory prior to checking in at the examination test center. The directory will be checked for memorized files, and any machine having such files will be rejected. If the word processor you bring to the examination has a internal address book, calendar or similar features, it is imperative that all entries be erased prior to inspection.

If a word processing machine is brought to the examination and it is the applicant's intention to use the external disk function, **a minimum of one (1) and not more than two (2) floppy disks must be brought to the examination test center on the day of inspection.** The disks must be new (previously unused) and must be formatted (initialized) in advance. It is not sufficient to erase all files from a previously used disk since some word processors retain these files in case of accidental deletion. If for some reason a disk is not formatted at the time of inspection, the applicant will be required to format the disk without assistance from staff.

The disk directories will be checked, and if any pre-programmed files are found, the disks will **not** be permitted into the examination test center, even if they contain only additional features such as a thesaurus. Approved disks will be labeled and sealed in envelopes provided by staff. At the end of the morning session, the applicants using disks will be required to hand in the used disks to the proctors. The disks will be retained by the Committee of Bar Examiners and destroyed after the examination. The disks will not be returned to the applicant. Disks not used and that remain in the sealed envelopes will be returned to the applicants upon conclusion of the examination.

All answers must be printed on the paper provided. Typing of answers must be completed when time is called. If an applicant continues to type after time has been called, the applicant will be cited and may be referred to the Committee under procedures estab-

lished by Rule XII, of the *Rules*. **Printing of examination answers using approved word processors may now be completed after time is called under the procedures announced before the written portion of the examination.**

Each applicant will be allowed to use up to two outlets for the purpose of plugging in their machine. The extra outlet, if not needed to make the machine operable, may **not** be used for any other purpose, such as plugging in a lamp, clock or extra power supply. Applicants using machines requiring batteries, must bring a sufficient supply of charged batteries as the electrical outlets at the test centers will not be available for the purpose of charging or recharging batteries.

Applicants using word processing machines who saved their answers using the internal memory will be required to remain or return at the conclusion of the examination session for the purpose of erasing their answers from that session of the examination.

If an applicant's typewriter or word processing machine fails to operate properly for any reason, the applicant must be prepared to continue the examination using an alternate typewriter that has been inspected and approved or write the examination. The Committee does not assume responsibility for any power failure or failure of a typewriter, word processor or disk to operate properly.

In the event of a loss of power, applicants must be prepared to continue the examination by writing or using a typewriter with a battery back-up.

Approval of a specific typewriter or word processor for one examination does not constitute approval of the same machine for future examinations.